

CITY OF BEAVERTON

Utility Worker

General Summary

Perform a variety of unskilled and semi-skilled manual labor in construction, maintenance or repair operations in various areas. May operate trucks typically not requiring a CDL and light construction or maintenance equipment.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Perform unskilled or semi-skilled manual labor tasks in assigned area. Operate related motorized small equipment or hand tools including trucks and light construction or maintenance equipment.
2. Set up traffic control for work crew sites. Perform flagging functions.
3. Complete proper paperwork. Track and document materials usage. Maintain records.
4. Clean and maintain equipment and work storage areas. Wash and maintain overall cleanliness of section tools, equipment and vehicles.
5. Assist in notifying citizens of scheduled projects. Answer questions from public regarding projects.
6. Respond to emergency situations as needed.
7. Participate in section operational processes including procedure development and implementation.
8. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
9. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
10. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
11. Participate in the City Emergency Management program including classes, training sessions and emergency events.

12. Follow standards as outlined in the Employee Handbook.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Support and respect diversity in the workplace.

Other Functions

1. Respond to citizen inquiries and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Basic knowledge of safety practices and principles related to operations and maintenance.
- ◆ Basic knowledge of general practices and principles of construction, repair and maintenance.
- ◆ Basic understanding of the laws and regulations related to utilities operations and maintenance.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Ability to use hand tools and small equipment related to utilities construction, operations, maintenance and repair and traffic signs and markings.
- ◆ Ability to understand equipment manuals.
- ◆ Ability to maintain accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and some experience in general construction and maintenance or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Traffic flagger training required within three months of employment.
- ◆ Depending upon assigned area the following is required:
 - First Aid and CPR.
 - CDL-B with Air Brake endorsement.

Working Conditions

Constant precise control of fingers and hand movements; daily standing for prolonged periods; constant lifting, moving and carrying of objects over 50 pounds; frequent lifting, moving and carrying of objects up to 90 pounds; constant stooping, bending, turning, twisting, crouching, reaching, crawling, kneeling, climbing or balancing; frequent work in all weather conditions and around traffic; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to disease; daily wearing of protective gear; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional response to emergency conditions off-hours; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Utility Worker I

Revised: 1/98

New class specification title 1/98: Utility Worker

Revised: 3/03 Working Conditions and First Aid/CPR

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date